

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 14 January 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 2, Week of 8 - 14 January 1957

1. Numbers in Clerical Induction Training. During the week of 8 January there were [] people in Clerical Induction Training.

25X1

2. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 8 January were as follows:

	Tested	Qualified
Shorthand	[]	[]
Typewriting		

25X1

3. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 8 January.

4. Semi-annual Briefing of the Field Clerical Recruiters. During the week of 7 January 1957, the Clerical Recruitment Branch of the Personnel Procurement Division held its semi-annual briefing of the field clerical recruiters. [] met with the group on Friday morning, 12 January. She discussed the Clerical Training offerings with special emphasis on training in shorthand and typewriting.

25X1

5. Clerical Staff Meeting. [] met with the Clerical Training staff at that staff's meeting on 9 January 1957. [] introduced [] at that time.

25X1

25X1

25X1

25X1

OTR/CT:MAH:jdm (14 January 1957)